

## Login to the site using ePass

If you aren't a state employee you will need to create an e-pass account. You may have done this prior to opening this tutorial.

If you are using Internet Explorer be sure check for newer versions of stored pages – Internet Options/General/Browsing history/settings/ - click "Every time I visit the webpage".

## Help

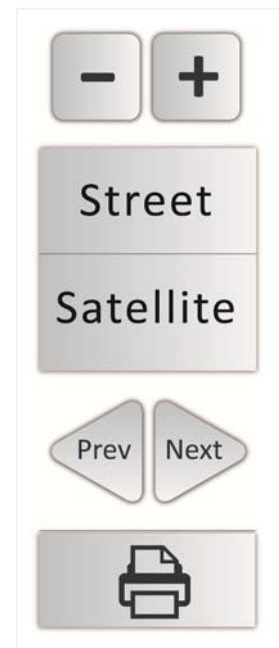
Click on the Help tab in the lower left and browse through the information. Contact Information is at the bottom.



## Use View and Zoom Tools:

*In the upper right corner of the website there is a cluster of tools. You will use this tool cluster for the next 6 steps.*

1. Click on the different map views: Satellite/Street
2. Auto zoom: Click the plus sign (note: there are other ways to zoom in using the wheel on your mouse or holding down the shift key and creating a zoom in box)
3. Auto zoom out: Click the minus sign
4. Go to a previous view: Click the "Prev" arrow
5. Go to your last view: Click the "Next" arrow
6. Print the current view:
  - a. Click the printer icon.
  - b. A new web tab/page will open with the map. Click the "print" button in the lower left corner of the map.



## Use the MAIN MENU - ( SEARCH | DATA | TOOLS | LEGEND )

### Search

*Click on the Search Tab in the left menu of the website. A window "Choose Parcel Search Criteria" will expand to the left of the menu.*



1. Owner Search
  - a. From the County drop down menu window: choose Beaverhead County
  - b. In the Owner Name text box: Type in "Smith"
  - c. A list of results will be returned: choose any Smith in the list, by clicking on the name returned in blue text.
  - d. Property record card – a Property Record Card window will be expanded to the left of the "Choose Parcel Search Criteria" window. As you click on the record card tabs at the bottom the appropriate information comes up and the tab moves to the top. (Note – you will find a "Smith" on the owner card of Blacktail Fire Services (as Other Names) if you choose that record)
  - e. Move your mouse to the blue arrow tab at the top left of the property record card and click on it. (This tab will either hide or expose the Property Record Card window.) Click on it again to make the property record card appear again.
2. Geocode Search
  - a. Click the "By Geocode" tab at the bottom of the Choose Parcel Search Criteria window
  - b. Type(or copy/paste) in this geocode: 18-0014-03-1-02-02-0000
  - c. Click "search" (You can always get at the map by "moving" the property record card with the blue arrow.
  - d. SMITH CASEY will be returned in the result.
  - e. Click on this result.
  - f. The property record card will now reflect the changes and the map will automatically zoom to the parcel after clicking on the result.
3. Assessment Code Search
  - a. Click the "By Assessment" tab at the bottom of the Choose Parcel Search Criteria window
  - b. From the County drop down menu window: choose Beaverhead
  - c. Type (or copy/paste) in this assessment code: 0000B01126
  - d. Click search
  - e. The results should return 3 records for SMITH GILMBER H
4. Certificate of Survey Search
  - a. Click the "By Certificate of Survey" tab at the bottom of the Choose Parcel Search Criteria window
  - b. From the County drop down menu window: Choose Beaverhead
  - c. Type in 869
  - d. Click search

- e. Two Results should be returned: CIRCLE 3 LAND & CATTLE LLC and WRIGHT SULLIVAN LIVING TRUST
  - f. Click any name on the list
  - g. The Property Record Card will reflect the record of the chosen result and the map will zoom in to and outline the parcel.
5. Address Search
- a. Click the “By Address” tab at the bottom of the Choose Parcel Search Criteria window
  - b. Copy and paste the 125 N Roberts St. Helena address below the Address Locator box in
  - c. Click Search

## Data Download

*(Note – users without GIS software should skip this section as downloading data won’t do anything for you but take room on your hard drive)*

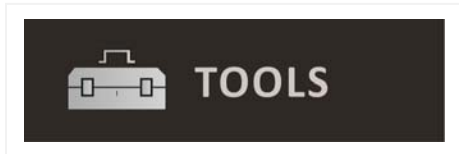
*Click on the Data Tab in the left menu of the website. A window “Download Framework Data” will expand to the left of the menu.*



- 1. Navigate to the Treasure County Folder
- 2. Download TreasureOwnerParcel\_shp.zip
- 3. Optional – go delete TreasureOwnerParcel\_shp.zip where ever you put it.

## Tool box

*Click on the Tools Tab in the left menu of the website. A window “Switch Map Tool... Data” will expand to the left of the menu.*

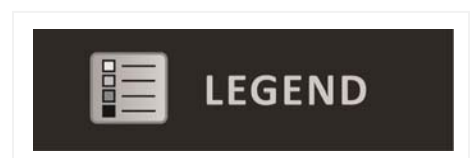


- 1. Click the Identify radio button
  - a. Click on any parcel in the map (you must be zoomed in to where you see the parcels).
  - b. A property record will open for the corresponding parcel.
  - c. Click on the X in the upper right hand corner of the property card to close it.
- 2. Click the Quick Zoom radio button
  - a. Under the quick zoom options drop down menu: choose City
    - i. Under the City drop down menu: choose Lewistown.
    - ii. Click Zoom
    - iii. The map will zoom to the city of Lewistown
  - b. Under the quick zoom options drop down menu: choose County
    - i. Under the City drop down menu: choose Gallatin.
    - ii. Click Zoom
    - iii. The map will zoom to the County of Gallatin

- c. Under the quick zoom options drop down menu: choose Township, Range, Section
      - i. Accept the default T1N, R1E
      - ii. Click on sections 8,9,10,15,16,17 in the grid
      - iii. Click Search
      - iv. The map will zoom to the sections 8, 9, 10, 15, 16, 17 of Township 1N Range 1E.
  3. Click the Buffer/Area Select radio button
    - a. Buffer
      - i. Click the Buffer option.
      - ii. Type in .3 in the Buffer distance box (don't type in the word miles)
      - iii. Click a point in the heart of Lewistown
      - iv. Note that an error message is returned that state it is too many parcels.
      - v. Type in a new buffer distance of .05
      - vi. A list of owners for the selected distance from the buffer is returned in the results below the Buffer/Area Select Options
    - b. Polygon/Area Select
      - i. Click the Polygon option
      - ii. Draw a polygon around a small set or parcels, we suggest 10. Double click to close the polygon
      - iii. A list of owners from the drawn polygon is returned in the results below the Buffer/Area Select Options
  4. Click the Measure radio button
    - a. This tool allows you to measure only in miles.
    - b. Start to measure by clicking a point on the map.
    - c. Double click to stop measuring
    - d. A window in the upper right corner of the website will be a box displaying the distance measured.
  5. Close out of the Tools window by click the X in the upper right hand corner of the window.
  6. Click on the Montana Cadastral Logo in the left menu's upper left corner above the tabs: this will reset the map to a Statewide Street extent.

## Legend

If you click this tab it gives a color coded legend of the *Street View* Base Map. There is no legend for the *Satellite View* Base Map.



## Contact Us

*If you need further assistance with the application or have general questions, please contact us at:*

### **Base Map Service Center**

Montana State Library

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